

MEMORANDUM

Town Clerk's Office

TO: Thomas J. Willi, Town Administrator

FROM: Janet Gale, Office Assistant

THROUGH: Barbara McDaniel, CMC, Assistant Town Clerk

THROUGH: Russell Muniz, Town Clerk

DATE: May 2, 2002

SUBJECT: Site Plan Committee

The Site Plan Committee member's terms expire June 2002. Listed below are the current members, together with an indication of the Councilmember who made the appointment, and the number of absences and abstentions each member has had in the past year.

<u>Members</u>	<u>Appointed by</u>	<u>Absences</u>	<u>Abstained</u>
Julie Aitken (<i>began 10/01</i>)	Paul	1	0
James Aucamp, Jr.	Truex	5	0
Michael Crowley	Starkey	2	0
Sam Engel, Jr.	Clark	4	0
Jeff Evans	Venis	5	3

Please note that the Committee has held 21 meetings and this Board is governed by Code Sections 2-151; 2-152; and 2-153. Its members are appointed for one year terms and all have expressed their desire to continue serving in this capacity.

Please be reminded that pursuant to FSS 112.3145(7), appointing officials (Council) shall notify each newly appointed official (which is defined to include appointees to a board) of his/her duty to comply with disclosure requirements prior to the date of the appointment.

Section 760.80 of the Florida Statutes requires that statutorily created decision making or regulatory boards select, from among the best-qualified persons, those persons whose appointment would ensure that the membership of the board accurately reflects the proportion of each group of the area's minority population represented by the board. Section 760.80 also requires that the board's membership be determined by the most recent federal decennial census which is as follows:

2000 Census Minority Groups Percentage

African American 5.2%
Hispanic American 18.8%
Asian American 3.4%
Native American .06%
American Women 51.3%

When appointing members to this board, the appointing authority should give weight to the above minority groups.

I would appreciate it if these appointments could be placed on the May 1st Council agenda.

c: Town Council
Monroe Kiar

____Approved____Denied____Hold for Discussion

Comments:

Date

Initials/reviewed by